

# Division of Humanities Recruitment Information

## Abbreviations

PVC	Pro-Vice-Chancellor
PI	Principal Investigator
DSM	Divisional Senior Manager
Lead	Operations Lead
DHRM	Divisional HR Manager
Taleo	Recruitment System for Permanent, Fixed Term or Direct to Offer contracts
Casper	Casual Recruitment System for Casual contracts <a href="#">Casual Guidelines</a>

## Who can help

**Operations Lead** – the Operations Lead for your School/Faculty will be able to provide you with relevant information regarding the recruitment process.

**Finance Associate** – the Finance Associate for your School/Faculty will be able to provide you with any cost codes and budget information.

**Divisional HR Manager** – the Divisional HR Manager for your Division will be able to answer any Human Resource queries.

## Helpful Information

[Getting Started with Recruiting](#)

[Tutor & Demonstrator Guidelines](#)

[Guidelines for Academic Titles](#)

[Salary Scales](#)

[Remuneration Policy](#)

[Fixed Term Reasons](#)

[FTE Calculations](#)

[Casual Guidelines](#)

### Dissections required for account codes:

Academic staff, including Tutor and Demonstrator salaries should be coded to Academic – dissection 2111 (permanent/fixed term) or 2121 (casual)

Profession staff, including Research Assistant salaries should be coded to – dissection 2211 (permanent/fixed term) or 2221 (casual)

Advertising dissection 3411

**Click to select the position you would like to recruit**

[Senior Lecturer/Lecturer](#)

[Senior Lecturer Above the Bar](#)

[Teaching Fellow/Senior Teaching Fellow/Professional Practice Fellow/Senior Professional Practice Fellow](#)

[Associate Professor & Professor](#)

[Postdoctoral Fellows](#)

[Professional/Technical Staff](#)

[Contract Extensions](#)

[Casual Contracts](#)

[Recruitment System Comments Guidelines](#)

<b>Senior Lecturer/Lecturer</b>			
	Permanent		
<b>Approval Chain (via email)</b>	PVC approval on the recommendation of the HoS/Dean		
<b>Justification required (to be entered into Recruitment System)</b>	Written justification to PVC by email/memo, covering: <ol style="list-style-type: none"> <li>1. Curriculum requirements</li> <li>2. Financial case (with assistance from Finance Advisory)</li> <li>3. Strategic value for Programme/School and Division</li> </ol>		
<b>Supporting Documentation To be added to Recruitment System</b>	<input type="checkbox"/> Approved justification <input type="checkbox"/> Advertisement <input type="checkbox"/> Information for candidates or Job Description consistent with the <a href="#">Guidelines for Academic Titles</a> <input type="checkbox"/> Any material relevant to the position  At offer stage: <input type="checkbox"/> Include a summary of applicants and reason for recommending successful candidate at salary level		
<b>Selection Committee</b>	The panel would normally comprise the Chair, PVC/HoS/Dean or nominated senior academic leader, at least two other academic staff members from the department/programme, and a Divisional representative. Consideration should be given to ethnic and gender balance. HR/Recruitment team representative can be included as part of the panel if appropriate. PVC to approve.		
<b>Recruitment System Information Required</b>			
<b>Vacancy Management</b>	<b>Advertised Permanent</b> Hiring Manager (HoP/HoS/Dean) Hiring Manager Assistant – PVC EA Recruiter – Lead Recruiter Assistant – Supporting Lead Collaborators – Finance Associate, DSM, PVC, HoS/Dean (if they are not the Hiring Manager), HoP, if applicable Approved selection panel members (these can be added later if not known).		
<b>Recruitment System Approvers</b>	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <u>Requisition</u>            1<sup>st</sup> – Finance Associate/Manager            3<sup>rd</sup> – HoS/Dean            4<sup>th</sup> – DSM            Final – PVC         </td> <td style="vertical-align: top; width: 50%;"> <u>Offer</u>            1<sup>st</sup> – HoS/Dean            2<sup>nd</sup> – DSM            Final - PVC         </td> </tr> </table>	<u>Requisition</u> 1 <sup>st</sup> – Finance Associate/Manager 3 <sup>rd</sup> – HoS/Dean 4 <sup>th</sup> – DSM Final – PVC	<u>Offer</u> 1 <sup>st</sup> – HoS/Dean 2 <sup>nd</sup> – DSM Final - PVC
<u>Requisition</u> 1 <sup>st</sup> – Finance Associate/Manager 3 <sup>rd</sup> – HoS/Dean 4 <sup>th</sup> – DSM Final – PVC	<u>Offer</u> 1 <sup>st</sup> – HoS/Dean 2 <sup>nd</sup> – DSM Final - PVC		
<b>Comments Box</b>	A summary of all details relating to the position (see example – <a href="#">Recruitment System Comments Guidelines</a> )  <a href="#">Back to the top</a>		

<b>Senior Lecturer Above the Bar</b>			
	Permanent or Fixed-term		
<b>Approval Chain (via email)</b>	DVC (Academic) on the recommendation of the HoS/Dean and PVC		
<b>Justification required (to be entered into Recruitment System)</b>	Written justification to DVC-A, endorsed by PVC - email/memo, covering: <ol style="list-style-type: none"> <li>1. Curriculum requirements</li> <li>2. Financial case (with assistance from Finance Advisory)</li> <li>3. Strategic value for Programme/School and Division</li> </ol>		
<b>Supporting Documentation To be added to Recruitment System</b>	<input type="checkbox"/> Approved justification <input type="checkbox"/> Advertisement <input type="checkbox"/> Information for candidates or Job Description <input type="checkbox"/> Any material relevant to the position <input type="checkbox"/> Reason for fixed term (see permissible fixed term reasons <a href="#">here</a> )  At offer stage: <input type="checkbox"/> Include a summary of applicants and reason for recommending successful candidate at salary level		
<b>Selection Committee</b>	The panel would normally comprise the Chair, PVC/HoS/Dean (or nominated senior academic leader), and at least two other academic staff from the Programme or a member of academic staff from the wider University. An HR/Recruitment team representative can be included as part of the panel if appropriate. PVC to approve.		
<b>Recruitment System Information Required</b>			
<b>Vacancy Management</b>	Hiring Manager (HoP/HoS/Dean) Hiring Manager Assistant – PVC EA Recruiter – Lead Recruiter Assistant – Supporting Lead Collaborators – Finance Associate, DSM, PVC, HoS/Dean (if they are not the Hiring Manager), HoP, if applicable Approved selection panel members (these can be added later if not known).		
<b>Recruitment System Approvers</b>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>Requisition</u>            1<sup>st</sup> – Finance Associate/Manager            2<sup>nd</sup> – DHRM            3<sup>rd</sup> – HoS/Dean            4<sup>th</sup> – DSM            Final – PVC         </td> <td style="width: 50%; vertical-align: top;"> <u>Offer</u>            1<sup>st</sup> – HoS/Dean            2<sup>nd</sup> – DSM            Final - PVC         </td> </tr> </table>	<u>Requisition</u> 1 <sup>st</sup> – Finance Associate/Manager 2 <sup>nd</sup> – DHRM 3 <sup>rd</sup> – HoS/Dean 4 <sup>th</sup> – DSM Final – PVC	<u>Offer</u> 1 <sup>st</sup> – HoS/Dean 2 <sup>nd</sup> – DSM Final - PVC
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<b>Comments Box</b>	A summary of all details relating to the position (see example – <a href="#">Recruitment System Comments Guidelines</a> )  <a href="#">Back to the top</a>		

Teaching Fellow/Senior Teaching Fellow/Professional Practice Fellow/Senior Professional Practice Fellow		
	Permanent/Fixed-term/Direct to Offer	
<b>Approval Chain (via email)</b>	PVC approval on the recommendation of the HoS/Dean	
<b>Justification required (entered into Recruitment System)</b>	<p>Written justification to PVC by email/memo, covering:</p> <ol style="list-style-type: none"> <li>4. Curriculum requirements</li> <li>5. Financial case (with assistance from Finance Advisory)</li> <li>6. Strategic value for Programme/School and Division</li> </ol>	<p><b>Additional information if Fixed Term and/or Direct to Offer</b></p> <ol style="list-style-type: none"> <li>7. Reason for fixed term (see permissible fixed term reasons <a href="#">here</a>)</li> <li>8. Candidates suitability, include CV</li> <li>9. Financial confirmation (CCW or Finance endorsement)</li> </ol>
<b>Supporting Documentation To be added to Recruitment System</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Approved justification</li> <li><input type="checkbox"/> Advertisement</li> <li><input type="checkbox"/> Job Description consistent with the <a href="#">Guidelines for Academic Titles</a></li> <li><input type="checkbox"/> Any material relevant to the position</li> </ul> <p>At offer stage:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Include a summary of applicants and reason for recommending successful candidate at salary level</li> </ul>	<p><b>Additional information if Fixed Term and/or Direct to Offer</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Candidates CV</li> <li><input type="checkbox"/> Source of funding (CCW)</li> <li><input type="checkbox"/> Reason position/employment will end (see permissible fixed term reasons <a href="#">here</a>)</li> </ul>
<b>Selection Committee</b>	<p>The panel would normally comprise the Chair, PVC/HoS/Dean or nominated senior academic leader, at least two other academic staff members from the department/programme, and a Divisional representative. Consideration should be given to ethnic and gender balance. HR/Recruitment team representative can be included as part of the panel if appropriate. PVC to approve.</p>	<p><b>DTO/Fixed Term</b></p> <p>If the fixed-term is advertised: less Chair and two other academic staff members of the School/Programme</p> <p>DTO – N/A</p>
Recruitment System Information Required		
<b>Vacancy Management</b>	<p><b>Advertised Permanent/Fixed-term</b></p> <p>Hiring Manager (HoP/HoS/Dean) Hiring Manager Assistant – PVC EA</p>	<p><b>Unadvertised DTO or Fixed Term</b></p> <p>Hiring Manager (HoP/HoS/Dean) Hiring Manager Assistant – PVC EA Recruiter – Lead</p>

	<p>Recruiter – Lead  Recruiter Assistant – Supporting Lead  Collaborators – Finance Associate, DSM, PVC, HoS/Dean (if they are not the Hiring Manager), HoP, if applicable  Approved selection panel members (these can be added later if not known).</p>	<p>Recruiter Assistant – Supporting Lead  Collaborators – Finance Associate, DSM</p>
<b>Recruitment System Approvers</b>	<p><b>Advertised Permanent/Fixed-term</b>  <u>Requisition</u>  1<sup>st</sup> – Finance Associate/Manager  2<sup>nd</sup> – Divisional HR Manager  3<sup>rd</sup> – HoS/Dean  4<sup>th</sup> – SMCS  Final – PVC</p> <p><u>Offer</u>  1<sup>st</sup> – HoS/Dean  2<sup>nd</sup> – SMCS  Final - PVC</p>	<p><b>Unadvertised DTO or Fixed Term</b>  <u>Requisition</u>  1<sup>st</sup> – Finance Associate/Manager  2<sup>nd</sup> – HoS/Dean  3<sup>rd</sup> – SMCS  Final – PVC</p> <p><u>Offer</u>  1<sup>st</sup> – HoS/Dean  Final – Senior Manager CS  <i>Unless there are changes to the offer from the original requisition then add Finance and PVC</i></p>
<b>Comments Box</b>	<p>A summary of all details relating to the position  (see example – <i>Recruitment System Comments</i> Guidelines)</p> <p><a href="#">Back to the top</a></p>	

Research Fellow/Senior Research Fellow		
	Permanent/Fixed-term/Direct to Offer	
<b>Approval Chain (via email)</b>	PVC approval on the recommendation of the HoS/Dean	
<b>Justification required (entered into Recruitment System)</b>	<p>Written justification to PVC by email/memo, covering:</p> <ol style="list-style-type: none"> <li>10. Curriculum requirements</li> <li>11. Financial case (with assistance from Finance Advisory)</li> <li>12. Strategic value for Programme/School and Division</li> </ol>	<p><b>Additional information if Fixed Term and/or Direct to Offer</b></p> <ol style="list-style-type: none"> <li>13. Reason for fixed term (see permissible fixed term reasons <a href="#">here</a>)</li> <li>14. Candidates suitability, include CV</li> <li>15. Financial confirmation (CCW or Finance endorsement)</li> </ol>
<b>Supporting Documentation To be added to Recruitment System</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Approved justification</li> <li><input type="checkbox"/> Advertisement</li> <li><input type="checkbox"/> Job Description consistent with the <a href="#">Guidelines for Academic Titles</a></li> <li><input type="checkbox"/> Any material relevant to the position</li> </ul> <p>At offer stage:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Include a summary of applicants and reason for recommending successful candidate at salary level</li> </ul>	<p><b>Additional information if Fixed Term and/or Direct to Offer</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Candidates CV</li> <li><input type="checkbox"/> Source of funding (CCW)</li> <li><input type="checkbox"/> Reason position/employment will end (see permissible fixed term reasons <a href="#">here</a>)</li> </ul>
<b>Selection Committee</b>	<p>The panel would normally comprise the Chair, PVC/HoS/Dean or nominated senior academic leader, at least two other academic staff members from the department/programme, and a Divisional representative. Consideration should be given to ethnic and gender balance. HR/Recruitment team representative can be included as part of the panel if appropriate. PVC to approve.</p>	<p><b>DTO/Fixed Term</b></p> <p>If the fixed-term is advertised: less Chair and two other academic staff members of the School/Programme</p> <p>DTO – N/A</p>
Recruitment System Information Required		
<b>Vacancy Management</b>	<p><b>Advertised Permanent/Fixed-term</b></p> <p>Hiring Manager (HoP/HoS/Dean)  Hiring Manager Assistant – PVC  EA  Recruiter – Lead</p>	<p><b>Unadvertised DTO or Fixed Term</b></p> <p>Hiring Manager (HoP/HoS/Dean)  Hiring Manager Assistant – Recruiter – Lead  Recruiter Assistant – PVC EA</p>

	<p>Recruiter Assistant – Supporting Lead</p> <p>Collaborators – Finance Associate, DSM, PVC, HoS/Dean (if they are not the Hiring Manager), HoP, if applicable</p> <p>Approved selection panel members (these can be added later if not known).</p>	<p>Collaborators – Finance Associate, DSM, PVC EA</p>
<b>Recruitment System Approvers</b>	<p><b>Advertised Permanent/Fixed-term</b></p> <p><u>Requisition</u></p> <p>1<sup>st</sup> – Finance Associate/Manager</p> <p>2<sup>nd</sup> – Divisional HR Manager</p> <p>3<sup>rd</sup> – HoS/Dean</p> <p>4<sup>th</sup> – DSM</p> <p>Final – PVC</p> <p><u>Offer</u></p> <p>1<sup>st</sup> – HoS/Dean</p> <p>2<sup>nd</sup> – DSM</p> <p>Final - PVC</p>	<p><b>Unadvertised DTO or Fixed Term</b></p> <p><u>Requisition</u></p> <p>1<sup>st</sup> – Finance Associate/Manager</p> <p>2<sup>nd</sup> – HoS/Dean</p> <p>3<sup>rd</sup> – DSM</p> <p>Final – PVC</p> <p><u>Offer</u></p> <p>1<sup>st</sup> – HoS/Dean</p> <p>Final – DSM</p> <p><i>Unless there are changes to the offer from the original requisition then add Finance and PVC</i></p>
<b>Comments Box</b>	<p>A summary of all details relating to the position</p> <p><i>(see example – <a href="#">Recruitment System Comments Guidelines</a>)</i></p> <p><a href="#">Back to the top</a></p>	



Associate Professor & Professor	
	Permanent
<b>Approval Chain (via email)</b>	Staffing Advisory Committee or VC on the recommendation of the PVC
<b>Justification required (entered into Recruitment System)</b>	Written justification to VC, endorsed by PVC - email/memo, covering: <ol style="list-style-type: none"> <li>1. Curriculum requirements</li> <li>2. Financial case (with assistance from Finance Advisory)</li> <li>3. Strategic value for Programme/School and Division</li> </ol>
<b>Supporting Documentation</b>	The process is managed by HR Recruitment in conjunction with the Office of the PVC. This will require Information for Candidates document.
<b>Selection Committee</b>	N/A
Recruitment System Information Required	
<b>Vacancy Management</b>	N/A
<b>Recruitment System Approvers</b>	<u>Requisition</u> N/A  <u>Offer</u> N/A
<b>Comments Box</b>	N/A  <a href="#">Back to the top</a>

Postdoctoral Fellows		
	Fixed-term or DTO (funded by Research Grant) <a href="#">Postdoctoral Information</a>	
<b>Approval Chain (via email)</b>	Divisional Senior Manager on the recommendation of the HoS/Dean. <b>NOTE: PhD MUST be completed. See <a href="#">Postdoctoral Information</a></b>	
<b>Justification required (entered into Recruitment System)</b>	Written justification covering: <ol style="list-style-type: none"> <li>1. Reason for fixed term (see permissible fixed term reasons <a href="#">here</a>)</li> <li>2. Funding confirmation from Finance Advisory.</li> </ol>	
<b>Supporting Documentation To be added to Recruitment System</b>	<input type="checkbox"/> Approved justification <input type="checkbox"/> Funding information including CCW <input type="checkbox"/> Reason for fixed term (see permissible fixed term reasons <a href="#">here</a> ) <input type="checkbox"/> Job Description <input type="checkbox"/> Evidence that candidate has a PhD <input type="checkbox"/> Any material relevant to the position	
<b>Selection Committee</b>	<b>Advertised</b> List approved by the HoS/Dean	<b>DTO</b> DTO – N/A
Recruitment System Information Required		
<b>Vacancy Management</b>	<b>Advertised</b> Hiring Manager - PI Hiring Manager Assistant – Finance Associate Recruiter – Lead Recruiter Assistant – Administrator/ Supporting Lead Collaborators – PVC EA, DSM, HoS/Dean (if they are not the Hiring Manager) HoP, if applicable Selection panel members (these can be added later if not known.	<b>Unadvertised DTO or Fixed Term</b> Hiring Manager - HoS/Dean Hiring Manager Assistant – Recruiter – Lead Recruiter Assistant – Supporting Lead Collaborators – Finance Associate, PVC EA, DSM
<b>Recruitment System Approvers</b>	<u>Requisition</u> 1 <sup>st</sup> – Finance Associate/Manager 2 <sup>nd</sup> – DSM Final – HoS/Dean	<u>Offer</u> 1st – DSM Final – HoS/Dean  <i>Unless there are changes to the offer from the original requisition, then add Finance and PVC.</i>
<b>Comments Box</b>	A summary of all details relating to the position (see example – <a href="#">Recruitment System Comments Guidelines</a> )  <a href="#">Back to the top</a>	

Professional/Technical Staff		
	Permanent/Fixed-term/Direct to Offer	
<b>Approval Chain (via email)</b>	<p><b>Permanent/Fixed-term over 12 months</b> PVC approval on the recommendation of the HoS/Dean</p> <p><b>Fixed-term 1 year or less</b> Divisional Senior Manager on the recommendation of the HoS/Dean</p>	
<b>Justification required (entered into Recruitment System)</b>	<p>Written justification to PVC by email/memo, covering:</p> <ol style="list-style-type: none"> <li>1. Mini business case prepared in conjunction with Finance Advisory</li> <li>2. Reason for fixed term (see permissible fixed term reasons <a href="#">here</a>)</li> <li>3. JD</li> </ol>	<p><b>Additional information if Direct to Offer</b></p> <ol style="list-style-type: none"> <li>4. DHRM approval for DTO (over 12 months)</li> </ol>
<b>Supporting Documentation To be added to Recruitment System</b>	<input type="checkbox"/> Approved justification <input type="checkbox"/> Advertisement <input type="checkbox"/> Job Description <input type="checkbox"/> Any material relevant to the position	
<b>Selection Committee</b>	<p><b>Permanent</b> The panel normally comprises the Chair, PVC/HoS/Dean or nominated senior academic leader, at least two other academic staff members from the department/programme, and a Divisional representative. Consideration should be given to ethnic and gender balance. HR/Recruitment team representative can be included as part of the panel if appropriate. PVC to approve.</p>	<p><b>Fixed-term over 12 months</b> Less Chair, HoS/Dean and at least two other members of the School or Programme.</p> <p><b>Fixed Term under 12 months</b> At the discretion of HoS/Dean</p> <p><b>DTO</b> N/A</p>
Recruitment System Information Required		
<b>Vacancy Management</b>	<p><b>Advertised Permanent/Fixed-term</b> Hiring Manager – PI/HoS Hiring Manager Assistant – Finance Associate Recruiter – Lead Recruiter Assistant – Administrator/Supporting Lead Collaborators – PVC EA, DSM, HoS/Dean (if they are not the Hiring Manager), HoP, if applicable Approved selection panel members (these can be added later if not known).</p>	<p><b>DTO</b> Hiring Manager (HoP/HoS/Dean) Hiring Manager Assistant – Recruiter – Lead Recruiter Assistant – Supporting Lead Collaborators – DSM, PVC EA, Finance Associate</p>

<b>Recruitment System Approvers</b>	<b>Advertised Permanent/Fixed-term over 12 months</b> <u>Requisition</u> 1 <sup>st</sup> – Finance Associate/Manager 2 <sup>nd</sup> – HoS/Dean 3 <sup>rd</sup> – DSM Final – PVC EA  <u>Offer</u> 1 <sup>st</sup> – HoS/Dean 2 <sup>nd</sup> – DSM Final – PVC  <i>Unless there are changes to the offer from the original requisition, then add Finance and PVC.</i>	<b>DTO or Fixed Term less than 12 months</b> <u>Requisition</u> 1 <sup>st</sup> – Finance Associate/Manager 2 <sup>nd</sup> – HoS/Dean Final – DSM  <u>Offer</u> 1 <sup>st</sup> – HoS/Dean Final – DSM <i>Unless there are changes to the offer from the original requisition, then add Finance.</i>
<b>Comments Box</b>	A summary of all details relating to the position (see example – <i>Recruitment System Comments Guidelines</i> )  <a href="#">Back to the top</a>	

Research Assistants/Assistant Research Fellows		
	Permanent/Fixed-term/Direct to Offer	
<b>Approval Chain (via email)</b>	<b>Permanent/Fixed-term over two years and not funded by research grant</b> PVC approval on the recommendation of the HoS/Dean  <b>Fixed term two years or less and funded by research grants or budgeted</b> Divisional Senior Manager on the recommendation of the HoS/Dean	
<b>Justification required (entered into Recruitment System)</b>	Written justification and funding confirmation from Finance Advisory:	<b>Additional information if Direct to Offer</b> 1. DHRM approval for DTO (over 12 months)
<b>Supporting Documentation To be added to Recruitment System</b>	<input type="checkbox"/> Approved justification <input type="checkbox"/> Source of funding (CCW) <input type="checkbox"/> Advertisement <input type="checkbox"/> Job Description <input type="checkbox"/> CV (if DTO) <input type="checkbox"/> Any material relevant to the position	
<b>Selection Committee</b>	<b>Permanent</b> At discretion of HoS/Dean	<b>Fixed-term and Direct to Offer</b> N/A
<b>Recruitment System Information Required</b>		
<b>Vacancy Management</b>	<b>Advertised Permanent/Fixed-term</b> Hiring Manager – PI Hiring Manager Assistant – Recruiter – Lead Recruiter Assistant – Supporting Lead Collaborators – Finance Associate, DSM, PVC EA, HoS/Dean (if they are not the Hiring Manager), HoP, if applicable	<b>Direct to Offer</b> Hiring Manager PI Hiring Manager Assistant – Finance Associate Recruiter – Team Recruitment Recruiter Assistant – Administrator/Lead Collaborators – PVC EA, DSM, HoS
<b>Recruitment System Approvers</b>	<b>Permanent/Fixed-term over 2 years</b> <u>Requisition</u> 1 <sup>st</sup> – Finance Associate/Manager 2 <sup>nd</sup> – HoS/Dean 3 <sup>rd</sup> – DSM Final – PVC  <u>Offer</u> 1 <sup>st</sup> – HoS/Dean 2 <sup>nd</sup> – DSM Final – PVC <i>Unless there are changes to the offer from the original requisition, then add Finance.</i>	<b>DTO or Fixed Term less than 2 years</b> <u>Requisition</u> 1 <sup>st</sup> – Finance Associate/Manager 2 <sup>nd</sup> – HoS/Dean Final – DSM  <u>Offer</u> 1 <sup>st</sup> – HoS/Dean Final – DSM <i>Unless there are changes to the offer from the original requisition, then add Finance.</i>
<b>Comments Box</b>	A summary of all details relating to the position <i>(see example – <a href="#">Recruitment System Comments Guidelines</a>)</i>  <a href="#">Back to the top</a>	

<b>Contract Extensions</b>	
	If fully funded by Research Grants or if less than 2 months
<b>Approval Chain (via email)</b>	<p><b>If fully funded by Research Grants or if less than 2 months</b> Divisional Senior Manager on the recommendation of the HoS/Dean.</p> <p><b>If not funded by Research Grants or if over 2 months</b> PVC approval on the recommendation of the HoS/Dean.</p>
<b>Justification required (entered into Recruitment System)</b>	N/A
<b>Supporting Documentation To be added to Recruitment System</b>	Written justification and funding confirmation from Finance Advisory.
<b>Selection Committee</b>	N/A
<b>Recruitment System Information Required</b>	
<b>Vacancy Management</b>	N/A
<b>Recruitment System Approvers</b>	<p><u>Requisition</u> N/A</p> <p><u>Offer</u> N/A</p>
<b>Comments Box</b>	<p>N/A</p> <p><a href="#">Back to the top</a></p>

<b>Casual Contracts</b>	
	<a href="#"><u>Tutor and Demonstrator Guidelines</u></a>
<b>Approval Chain (via email)</b>	<p><b>Academic appointments e.g. Guest PPFs, Lecturers etc (minimal hours, as and when required) Not in Budget</b> Divisional Senior Manager on the recommendation of the HoS/Dean with PVC approval email</p> <p><b>Academic appointments e.g. Guest PPFs, Lecturers etc (minimal hours, as and when required) within Budget</b> Divisional Senior Manager on the recommendation of the HoS/Dean</p> <p><b>Tutor, Demonstrator, RA/ARF appointments within budget and NOT a one-off payment</b> Lead on the recommendation of the HoS/Dean</p> <p><b>One-off payment</b> Divisional Senior Manager on the recommendation of the HoS/Dean</p>
<b>Supporting Documentation To be added to Casper (casual recruitment system)</b>	PVC (if required as per above) and Finance Advisory approval emails to be attached.
<b>Notes</b>	Zero hour contracts are not allowed. Lum-sum payments should be the exception – most should be by timesheet
<b>Coding</b>	<p>Research Assistant salaries should be coded to Professional – dissection 2211 (fixed term) or 2221 (casual)</p> <p>Tutor and Demonstrator salaries should be coded to Academic – dissection 2111 (fixed term) or 2121 (casual)</p> <p><a href="#"><u>Back to the top</u></a></p>

## Recruitment System Comments Guidelines

### Guidelines for comments section in Recruitment System

Comments must be entered at the initial approval stage and the offer stage of the process.

**As relevant, provide information on the following in the comments box when requesting approval:**

<b>Status reason</b>	Permanent or fixed-term to replace Dr X or new position
<b>FTE</b>	Enter as appropriate
<b>Start and end dates</b>	If permanent, expected start date
<b>Funding source and account code</b>	State the account being used/where budgeted. If research funded, state source e.g. Marsden, UORg etc
<b>At offer stage, state level of appointment</b>	Eg. LL01
Note: For permanent academic appointments a rationale of the final candidate needs to be pre-approved by the PVC and a copy of the memo-email attached to the offer.	

### Examples

#### Requesting approval for a permanent academic position to be advertised

Kia ora koutou

Please approve the requisition to advertise a permanent full-time lecturer position to replace Dr X who will be leaving at the end of the semester. The position is included in the teaching budget (GL10XXA01). Financial endorsement and PVC approval documentation is attached to the requisition. Please don't hesitate to contact me for further information. Ngā mihi XXX

#### Requesting approval for a fixed-term, Direct to Offer Research Fellow

Please approve the requisition to appoint Dr Y as a Research Fellow at LL02 on Prof A's Marsden grant (PL10xxxxxxx). Dr Y is named on the CCW. The appoint is at 0.7 FTE from 1.6.2022 – 30.5.2022. Please don't hesitate to contact me for further information. Ngā mihi XXX

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